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Classified

To: TS S C

28 NOV 1954 BY: Chief, Management Staff

SUBJECT : Justification for Procurement of IBM Electric Typewriter for Project Administrative Planning Staff

1. Attached hereto is a requisition for the purchase of an IBM Electric Typewriter, Model III. This machine is to be used by the Project Administrative Planning Staff of the Deputy Director (Administration).

2. The Project Administrative Planning Staff is charged with the preparation for the approval of the DD/A and the DD/P of Plans for certain projects and activities defined by CER 9.4. A draft of the Plan proposed by PAPS is disseminated to the various administrative and operational components of interest. Representatives of these components attend a meeting and comment thereon. The draft resulting from this meeting is then re-typed for submission to the DD/A and the

the project and authenticated copies are furnished to all participating or affected Agency components. This requires the preparation of a minimum of an original and nine copies and, more frequently, up to an original and thirteen copies.

3. In conformance with E [REDACTED] the following additional facts are submitted:

- (a) No central or pool facilities are available to perform this typing service, nor would security considerations permit the use of such facilities.
- (b) The machine will be used on a full-time basis, i.e., more than an average of four hours a day.
- (c) More copies of an Administrative Plan, both in draft and in final form, are required than can be produced on a manual machine.

4. The Project Administrative Planning Staff presently has two IBM electric proportional spacing machines. However, it is both difficult to keep up with the work load with only two machines and to equally distribute the work among the three secretaries. In this regard, the two IBM proportional spacing electric typewriters which this office presently has on hand can be exchanged for two of the less expensive standard electric typewriters if the proportional spacing machines are needed elsewhere in the Agency. It is understood that the

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- 2 -

proportional spacing machines cost approximately \$550 and the standard machines approximately \$350, so that a savings of about \$400 might result if the above exchange could be effected.

/s/

LAWRENCE E. HOUSTON
Acting Deputy Director, Administration

PAPS/DDA/MLB:pn
25 August 1954

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